

BEST OF BOTH WORLDS: ACHIEVING WORK-LIFE BALANCE



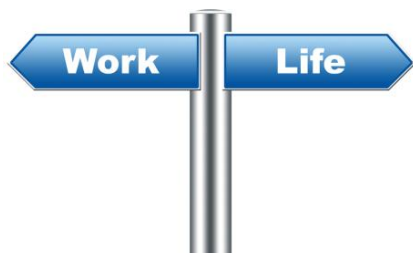
February 6, 2014

Presented by:

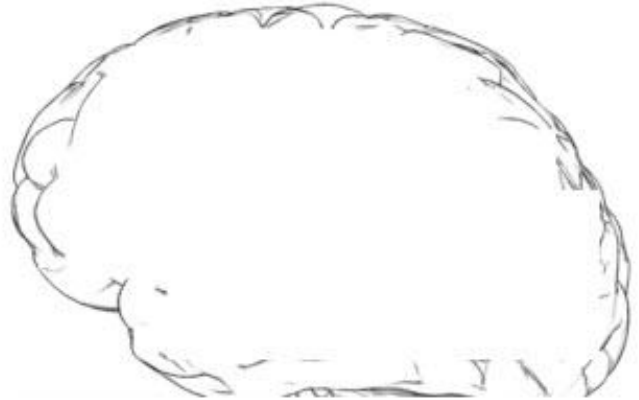
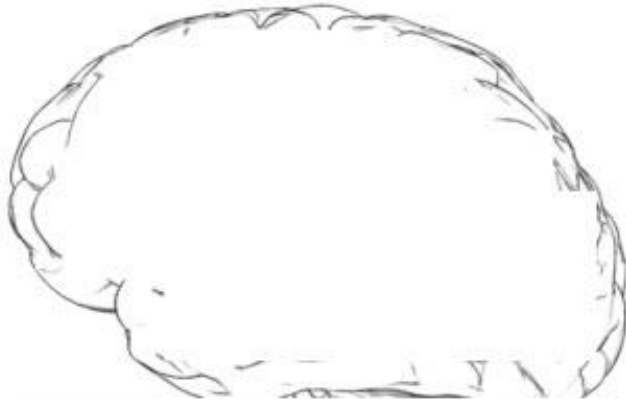
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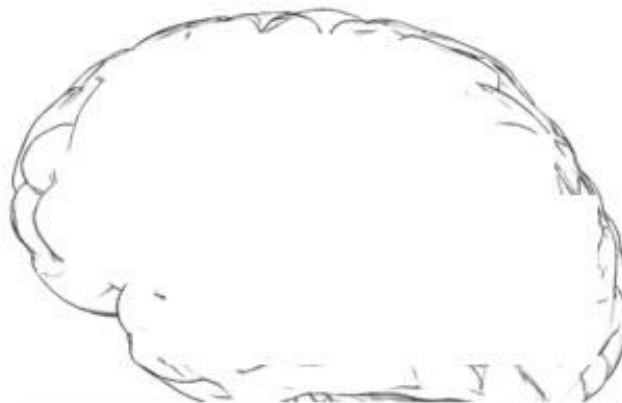
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MY ACTION PLAN



Ideas I will Implement Immediately



Signature

Date

THREE MARRIAGES



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Conversational Leadership

FIRST THINGS FIRST



THINGS THAT MOVE YOU IN THE RIGHT DIRECTION.

List an activity that, if done superbly and consistently, would produce marvellous results in your personal life. Do the same with an activity in your professional life.

Personal



Professional



"The main thing is to keep the
main thing the main thing."
-- **Stephen R. Covey**

THERE ARE ONLY FOUR WAYS TO IMPROVE THE QUALITY OF YOUR LIFE AND WORK

1. Do MORE of certain things

Doing more of the things that are of greater value to you, the things that bring you greater rewards and satisfaction.



**Do MORE
of....**

2. Do LESS of certain things



**Do LESS
of....**

Deliberately deciding to reduce activities or behaviours that are not helpful, or are actually harmful to you in accomplishing the things you want.

3. START to do things you are not doing at all today

Making new choices, learning new skills, beginning new activities, or changing the entire focus of your work or personal life.



START....

4. STOP doing certain things altogether



STOP....

Standing back and evaluating your life with fresh eyes. Then deciding to stop activities and behaviours that are no longer consistent with what you want and where you want to go.

10 TOOLS FOR WORK-LIFE BALANCE

1. Build downtime into your schedule.

Plan activities that help you recharge. Find healthy ways to relax & relieve tension. Create time for yourself.

2. Build a support network.

Ask for help and allow yourself to be helped. Delegate more. Trust that others can do it.

3. Let go of guilt.

Guilt is one of the greatest wastes of emotional energy.

4. Commit Yourself to Exercise.

Make a standing appointment, no excuses tolerated, for at least three hours of fun exercise each week.

5. As a public official, you live in a fishbowl. Establish boundaries.

Boundaries create a line of protection around you. They protect you from other people's demands. Determine for yourself what you will do, and when you need to say "no."

6. Drop activities that sap your time or energy.

Cut out the things that don't add value to your life. It could mean cutting down on internet time by putting a sticker on your computer, "What matters most in my life?" Or it could mean asking yourself, "Do I have to sit on that particular committee?"

7. Let things go.

Determine your own standards. Get rid of the perfectionist notion. So what if you have to miss a service club meeting. You don't want to sacrifice the important for the urgent.

8. Be flexible.

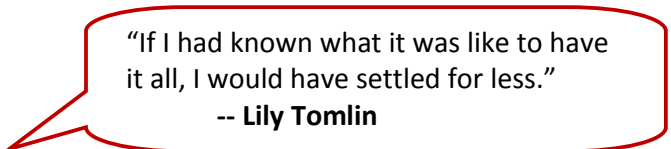
Priorities can change on a moment's notice when you are in the public eye. Never get too comfortable, because as soon as you seem to get things under control, they will change!

9. If you have children living at home, make a standing date with your children.

Spend time with your children each day – even it's only three minutes one-on-one, always with them doing most of the talking, and you practicing full, radical listening.

10. Make A Standing Date With Your Spouse, Partner, Or Best Friend.

Book caregivers, if you have small children, for set times each week. Then go for a walk. Do something fun. Talk. After all, you book work meetings. So why not book dinners with that special person?



"If I had known what it was like to have it all, I would have settled for less."

-- Lily Tomlin

25 TIPS TO SIMPLIFY AT HOME

Reduce the clutter in your life.

Speed clean your house.

Do all your errands in one place.

Build a simple wardrobe.

Turn off the television.

Don't answer the phone just because it's ringing.

Don't answer the doorbell either.

Set a strategy for getting out of debt.

Simplify your eating habits.

Take regular breaks.

Get up an hour earlier.

Be in bed by nine one night a week.

Learn to laugh. Listen to comedy in your car.

Learn yoga.

Learn to meditate.

Spend time with optimistic people.

Just be yourself – don't try to impress.

Trust your intuition.

Stop trying to change people.

Teach your children the joy of solitude.

Do one thing at a time.

Take time to watch the sunset.

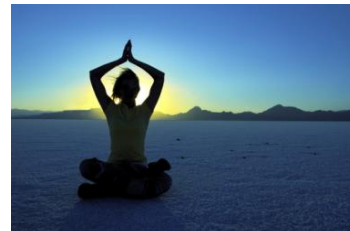
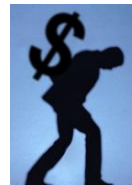
Say "No."

Stop reliving the past.

Change your expectations. Expectations are premeditated resentments.

"The trouble with the rat race is that even if you win, you're still a rat."

-- Lily Tomlin



"What, after all, is a halo? It's only one more thing to keep clean."

-- Christopher Fry

LOOKING FOR WORK-LIFE BALANCE?

10 REMINDERS

1. Plan focused sessions at work where you eliminate all distractions. Take one hour or two with no interruptions from people stopping to chat, phone calls, emails, instant message meetings.
2. Always stop for meals. This is vital for your health and for your productivity.
3. Are you a perfectionist? Perfectionism inflates your workload by preventing you from moving on. It also sinks time into work well past the point of diminishing returns.
4. Make time for a holiday. Either a long holiday or regular long weekends. Sacrifice the odd Friday or Monday for a mini-break, even if you just spend the day going for a walk or playing with the kids. Anything that gets you away from “serving the public” mode.
5. Learn to delegate more. Reduce the time you spend on low-value items.
6. Plan your day ahead. On your computer, attach a post-it note with the three things you’ll focus on today. Or set a reminder on your phone. Yes, you’ll get interrupted and this handy reminder will always bring you back to your priorities.
7. Notice what keeps you balanced. Healthy food, exercise, fresh air, quiet time. If these needs aren’t met, you can’t perform at your best.
8. Be mindful of who you spend your time with. Positive mindsets are viral.
9. Don’t let your thoughts become your reality. Adopt a **“Stop”** strategy for when you feel overwhelmed. Once you start thinking, “I haven’t got enough time,” it becomes your reality. Try imagining a stop sign. Then recall your favourite place or listen to music or visualize the face of your favourite person or remember your biggest accomplishment of that week.
10. To give your life balance, you don’t need to totally separate your life at home from your life as a public official or senior administrator. You can make it seamless by focusing on finding happiness regardless of where you are.



ABOUT JOYANNE LANDERS



Joyanne Landers has gained a solid reputation for over twenty-five years as a facilitator, speaker, and executive coach.

Her clients describe her as “dynamic”, “powerful”, and “thought-provoking.” She builds on her wide-ranging experience guiding executives, leaders and employees in the public and private sectors throughout Canada to create shifts in the way they relate to their work and their colleagues.

She stimulates participants to challenge their perceptions. Joyanne has the ability to lead workshops that are practical and easy to apply in real-world situations. Her plain talk, humour, and boundless enthusiasm are contagious. Joyanne holds a Master of Education degree.

Workshops:

- **Turning Down The Heat:** Being Reasonable with Unreasonable People.
- **Best of Both Worlds:** Achieving Work-Life Balance
- **The Spirit of Teamwork:** Stepping Up to the Plate
- **Talk About It:** Courageous Conversations in Tough Situations
- **Supervising Challenging Employees**
- **Wired For Life:** Increasing Your Happiness Level at Work
- **Meetings Can Work:** On Time, On Track, On Target.

“I’ve attended a lot of workshops in the last twenty years, and this is the best one by far.”

- Dr. Don Fritz, Fraser Health Authority

“Joyanne really helped to open people’s eyes to issues they had not seen before.”

- Denise McCoy, Bookstore Manager, Kwantlen Polytechnic University

“Joyanne assisted our team to move from functional to great.”

- Dan Douglas, Manager, Community Living BC

“I wish all instructors could leave their egos at the door, like Joyanne did. She had no ego-motivated agenda to waste our time.”

- Sharon McCulloch, Fraser Valley Regional Library

“Joyanne is a dynamic, interested instructor and she has a lot to teach us. Not only that, she tells it like it is. Here energy is contagious.”

- Marlene Mackay, Base Hospital, Department of National Defence



I'D REALLY APPRECIATE YOUR RECOMMENDATIONS

- **Turning Down The Heat:** Being Reasonable with Unreasonable People.
- **Best of Both Worlds:** Achieving Work-Life Balance
- **The Spirit of Teamwork:** Stepping Up to the Plate
- **Talk About It:** Courageous Conversations in Tough Situations
- **Supervising Challenging Employees**
- **Meetings Can Work:** On Time, On Track, On Target

Can you think of any organizations, companies or institutions that would appreciate a presentation like this one, or any of the workshops listed above?

Organization	Phone	Email	Contact Name	Title

My feedback on today's session with Joyanne Landers:

Name: _____ **Title:** _____

Organization: _____

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